Reporting Charter

Branco Weiss Fellows are requested to submit scientific and financial reports at certain intervals (see attached timeline). All reports should be submitted electronically.

Scientific Report
Due annually on September 15

The scientific report (approx. 3-5 pages) should provide an overview of the scientific and personal aspects of the fellowship.

Financial Report
Due annually on September 15

Fellows are asked to report on key financial data:

- List salaries of fellow and/or group members paid from grant and expenses exceeding CHF 500.
- Report on additional grants to you personally or your research group received in the past 6 months/since last report.
- Disclose major personal income from other sources (i.e. if salary is paid by/covered by the institution).
- Rough budget of salaries/expenses for the forthcoming reporting period (6 months) and planned larger purchases (amount, time frame) for which funds are saved up.
- Account balance

The report has to be accompanied by a statement of expenditures by the host institution, justifying that it has passed on the payments to the Fellow.

Final Report
Due on September 15 (in addition to last scientific report)

In addition to your last scientific report please also comment on the following:

- Summary of the results and insights gained during the whole fellowship.
- Impact of your research on the field of research.
- Effect of the fellowship on your career.

Symposium
Held annually in Zurich in November

All current fellows are required to take part in the Symposium and present their projects according to the program schedule.

Travel costs shall be covered by the fellowship stipend.
Reporting Timeline

Site Visit
After 1 ½ years
(update of Annual Report upon request)

* Presentation according to Symposium schedule; new Fellows Project Presentation as for interview

Year 1
- New Fellows: Status Report Beginning due Sept. 15
- Scientific and Financial Report due Sept. 15

Year 2
- Symposium November
- *
- Scientific and Financial Report due Sept. 15

Year 3
- Symposium November
- *
- Scientific and Financial Report due Sept. 15

Year 4
- Symposium November
- *
- Scientific and Financial Report due Sept. 15

Year 5
- Symposium November
- *
- Scientific, Financial and Final Report due Sept. 15

Exiting Fellows Final Presentation